

Meeting Agenda Template

MEETING NAME:

MEETING PURPOSE: *(What decisions and action items do you expect to result from the meeting?)*

MEETING DATE AND TIME: MEETING LOCATION:

VIRTUAL CONNECT INFORMATION:

AGENDA *Who will present what information for discussions and decisions? Is preparation needed in advance of the meeting to be able to participate fully? Has preparation material been distributed sufficiently in advance of the meeting? Agenda items are topics for discussion and decision.*

- Agenda Item #1
- Agenda Item #2
- Agenda Item #3
- Agenda Item #4

ROLES: *Do you have a note-taker? Do you have someone who will circulate action items after the meeting?*

MEETING NORMS *For virtual meetings, it is often helpful to remind attendees to mute unless they are speaking and that on Zoom, they can choose between gallery view and speaker view.*

ACTION ITEMS (FILL IT AT MEETING) *Write in and later distribute a list of commitments made by various people during the meeting and the date and time for the next meeting.*



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